

**MINUTES  
MENT RECORDS COMMISSION  
April 28, 2010**

The Local Government Records Commission met on April 28, 2010, in the Regions Board Room at the Alabama Department of Archives and History. Members present were Ed Bridges, Chairman, Department of Archives and History; Reagan Grimsley, representing Auburn University; John Giggie, representing the University of Alabama; Rebecca Morris, representing the Secretary of State; Elizabeth Utley, representing the Attorney General; Linda Barrontine, representing the Examiners of Public Accounts; and Fran Hamilton, Madison County Tax Assessor. Also present were Ed Packard of the Secretary of State's office; Bobby Joe and Diane Seales of the Shelby County Historical Society; and Jan Hutchinson and Charlotte Tucker of the Tuscaloosa Genealogical Society.

Government Records staff members present included Tracey Berezansky, Richard Wang, Tom Turley, Frank Brown, and Christine Garrett.

Dr. Bridges called the meeting to order at 11:00 a.m. He confirmed the presence of a quorum and noted that the meeting had been properly announced, as required by the Alabama Open Meetings Law. In his opening remarks, Dr. Bridges summarized the commission's purpose, responsibility, and composition and welcomed those present.

A motion to accept the agenda was made by Rebecca Morris and seconded by Linda Barrontine. The motion was unanimously approved.

A motion to approve the minutes of the October 28, 2009, meeting was made by Fran Hamilton and seconded by John Giggie. The minutes were approved by a unanimous vote.

**New Business**

É Local Government Records Commission 2009 Awards

Tom Turley introduced the two finalists for 2009 commission awards in records management and preservation: the Shelby County Historical Society and the "Night Group" of the Tuscaloosa Genealogical Society. A memorandum in the meeting packet summarized the two programs' accomplishments. The commission voted unanimously to honor both finalists with Governor's Certificates of Appreciation. Dr. Bridges presented the certificates, and Christine photographed the presentations.

É Report on Local Records Regrant Program, 2009 Cycle/2010 Application (copy included)

Tom briefly discussed the 2009 cycle of the Alabama Historical Records Advisory Board's regrant program, in which 22 local governments or historical repositories received funds for

Information on the projects was included in the meeting. Dr. Bridges noted that these projects have helped to springboard records programs for many of the grant recipients.

#### É RDA Implementation Report from Local Health Care Authorities (summary included)

A report on RDA implementation by health care authorities was included in the commission packet. Dr. Bridges noted that most HCAs and public hospitals use the RDA. Since it became available in 2003, health care authorities have destroyed nearly 100,000 cubic feet of outdated records, thereby recovering a huge amount of records storage space.

#### **Records Disposition Authorities**

- County Boards of Registrars (minor revision)

Tom introduced Ed Packard of the Secretary of State's Elections Division, who has assisted staff with fine-tuning the recently revived RDA for boards of registrars. The latest revision adds Records Documenting Restoration of Voting Rights, a new, permanent series; and Records Request Forms, a generic series that is being added to all local RDAs.

A motion to approve the RDA revision was made by Rebecca Morris, seconded by John Giggie, and unanimously approved by the commission.

- Alabama Public Libraries (major revision)

Tom and Christine met with the head of the Alabama Public Library System to revise this RDA, which has been little used by public libraries since its approval in 2001. The current version has only minor changes to library program records, but it updates requirements for administrative records based on subsequent revisions to other RDAs.

A motion to approve the revised RDA was made by Linda Barrontine, seconded by Fran Hamilton, and unanimously approved by the commission.

- County Taxation Agencies (major revision)

Tom and Christine worked extensively with staff of the Department of Revenue and several county taxation officials (including LGRC member Fran Hamilton) in revising this RDA. Its updated requirements reflect the increasing use of electronic record-keeping systems by the county offices.

A motion to approve the revised RDA was made by Fran Hamilton, seconded by Linda



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by the commission.

#### **Other Business**

Tracey Berezansky provided a summary of our recently completed repositories database project. The database includes all offices in Alabama that maintain historical records and artifacts. Only locations with someone on site at all times are featured in the database, which is accessible from the HRAB website. This is a joint project with the Alabama Historical Commission and the Alabama Museum Association.

#### **Dates for Future Meetings**

The next meeting of the Local Government Records Commission is scheduled for Wednesday, July 28, 2010, at 11:00 a.m. The October meeting is scheduled for Wednesday, October 27, 2010.

Dr. Bridges declared the meeting adjourned at 11:25 a.m.

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Christine Garrett, Secretary  
Local Government Records Commission

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Edwin C. Bridges, Chairman  
Local Government Records Commission